MSIS Internship Placement Procedures

Note: Registration for IST 668 requires a class permission number, which you will get when the placement is finalized and you turn in a Mentor Information Form to the office.

Internship information and application forms are available on the Information Science webpage or through the links below.

1. Make sure that you are eligible for the MSIS internship. You must meet minimum credit requirements (24 credits), including core and concentration courses. Discuss questions about eligibility with your faculty advisor. See guidelines here.

2. Prepare an internship application and discuss internship goals with your faculty advisor (please ask for your faculty advisor’s comments/signature on the application).

3. Prepare an updated resume and attach it to your application. Submit the completed application with resume to the Information Science office. You can do this:
   - By fax (518-442-5367)
   - By e-mail (infosci@albany.edu)
   - By leaving it with the Graduate Assistant or Assistant Dean in Draper 113.

4. Meet with your advisor to determine where you might be interested in interning. Examine the General Internship Packet to see previous internship sites and mentors.

5. With input from your advisor, decide on which placement site to contact first and move ahead with contacting the potential mentor. Tips for contacting mentors:
   - E-mail is preferred, since a resume can be attached, along with internship documents (Syllabus, Evaluation checklist)
   - Introduce yourself and provide brief information about your graduate program, concentration and interests.
   - Request a face-to-face meeting/interview.
   - Follow up with a phone call if you don’t get a response within a week.
   - When meeting in person, dress appropriately, be prepared to discuss your interests, goals, and scheduling.

6. The placement is considered complete when both the intern and the mentor have contacted the student’s advisor after a face-to-face meeting to report a mutually
beneficial arrangement. The intern should provide contact information for his/her direct on-site supervisor including mailing address, telephone, and e-mail address.

7. If a selected site is not available for placement in a particular semester, or the interview does not lead to an internship placement, then the student will need to select another site.

Notes and General Information:

- If students would like to propose an internship site out of the greater Capital District area or one that has not previously hosted MSIS interns:
  1. Provide essential information about the site, including contact information, to the internship coordinator. Mentor(s) must have appropriate degree and/or professional experience for supervision (Please see the Mentor Information Form).
  2. Complete steps 1-3 above before initiating a request for an interview with the mentor.

- Mentors should have MSIS, MLS, or appropriate degree for the student’s concentration.

- The interview is an important step in the placement process. Be professional. Be prepared to discuss your goals and interests. Know something about your placement site. First impressions are important. Dress appropriately. Demonstrate enthusiasm. You are representing your professional self, the Department of Information Science, and the University at Albany.

- Registration for IST 668 requires a Class Permission Number (CPN). You can request a CPN as soon as you have established your placement.